



# EXHIBIT 1 OR NOTICE PM-421

SUPERVISOR ACTION TO  
EVALUATE EMPLOYEES  
THROUGH ICAMS

Before taking action to enter  
Summary/Final Performance  
Appraisals in ICAMS,  
Supervisors need to evaluate The  
FY performance of the  
Employees they supervise.

Home > Portal Home > Portal Employee > Portal > HR Manager

Today is Friday August 08, 2003

## Home Page

New Window

Home

HR

Worklist

Help

Sign

### Self



#### Profile

Password Reset &  
E-Mail Information.



#### View

Personal Data,  
Training History,  
Pos. Descr., Etc..



#### Tasks

Update Information &  
Request Awards,  
Training,  
Skills, etc...



### HRM



#### HR Administration

\* Broadcast Messages  
\* User Training Manual  
\* NFC Personnel Edit  
Subsystem Messages  
Manual

### Manager



#### Reports

Performance Str  
Retirement Quer  
Staff Summary.



#### View

View Employee'  
Information.  
Emerg Contacts  
Personal Data,  
Training History,



#### Tasks

Initiate Awards,  
Training,  
Career Plan,  
Performance Ac

Employee Directory

Employment and Verification

Thrift Savings Plan

NFC Personal Page

Employee Express

USAJOBS

TALX

start

Inbox - Microsoft O...

Jack Huber Direct P...

CAMS Manager Port...

NITC - RUMBA Main...

Microsoft PowerPol...

Internet

Supervisors are to perform the end of year "summary performance" appraisals through ICAMS by selecting "tasks".



District Directors are to meet  
With COC's and determine the  
Summary rating for CED's.

This determination is to be  
Documented in the Executive  
Session of the COC Meeting  
Minutes

Home > Portal Home > Portal Employee > Portal > Manager Tasks

New Window

Home

HR

Worklist

Help

Sign

### Manager Tasks :

Awards

Career Plan

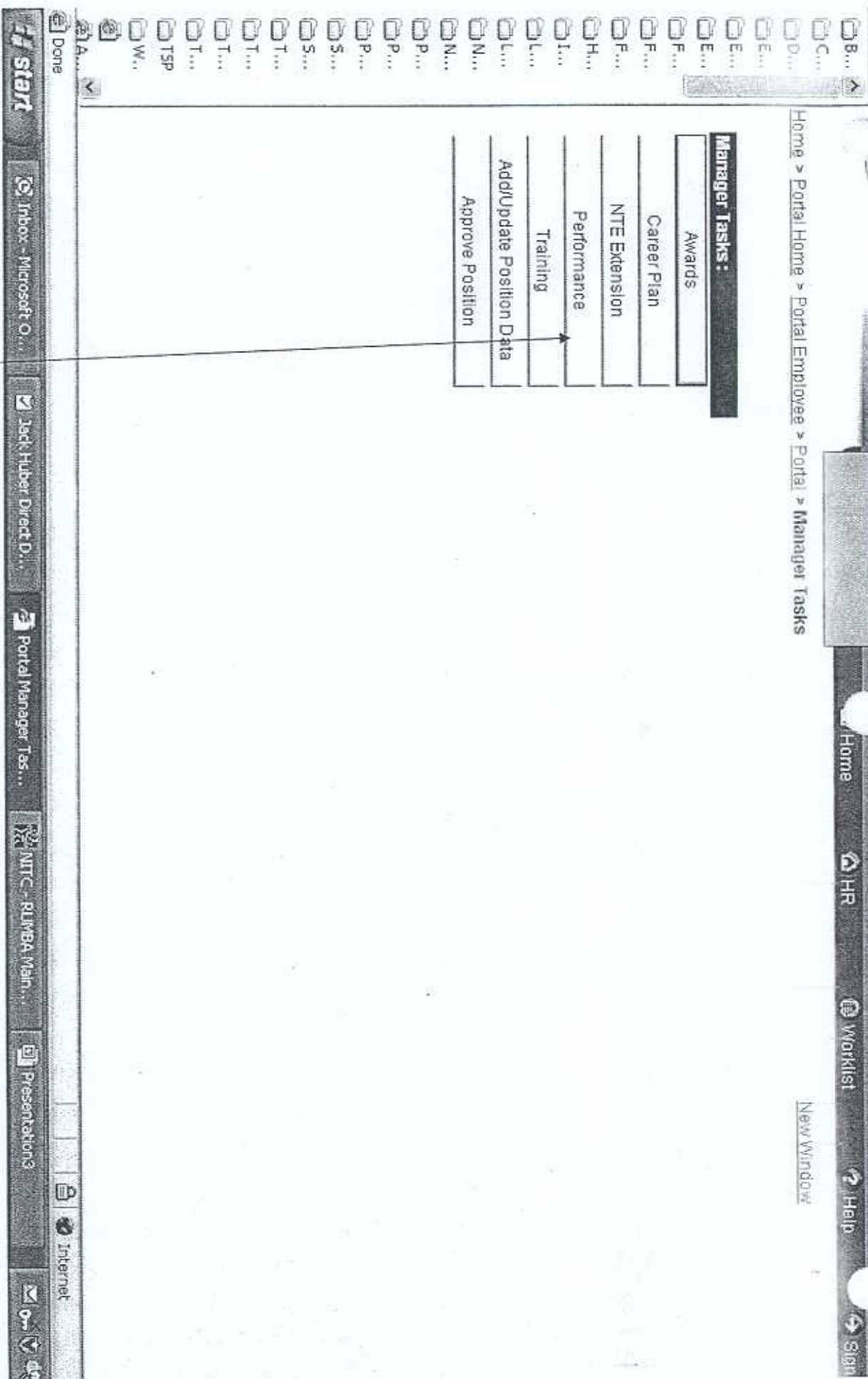
NTE Extension

Performance

Training

Add/Update Position Data

Approve Position



Click on "performance".

C...  
D...  
E...  
E...  
E...  
F...  
F...  
F...  
H...  
I...  
L...  
L...  
N...  
N...  
P...  
P...  
P...  
S...  
S...  
S...  
T...  
T...  
T...  
TSP  
W...

New Window

Home > Self Service > Manager > Tasks > Performance



Performance Plan

Progress Review

Summary Rating



Done: start

Inbox - Microsoft O...

Jack Huber Direct D...

Performance - Micro...

NTIC - RUMBA Main...

Presentations3

Internet

6:4

Supervisors select "summary rating".



## Summary Rating

### Employee List

Employee List	View All	First	1-10 of 12	Last
Appeliman, Charlotte H	New Rating		Existing Rating	
Byrd, Dana L	New Rating		Existing Rating	
Conyers, Linda O	New Rating		Existing Rating	
Craft, Laura A	New Rating		Existing Rating	
Daniel, Sharidon L	New Rating		Existing Rating	
Davis, Willie J	New Rating		Existing Rating	
Maclin, James L	New Rating		Existing Rating	
Riepe, Sandra J	New Rating		Existing Rating	
Tarry, Linda N	New Rating		Existing Rating	
Washburn Marsh, Constance M	New Rating		Existing Rating	

BACK

start

Mybox - Microsoft O...

Jack Huber Direct D...

Summary Rating - M...

NTC - RUMBA Main...

Presentations

Internet

6:5

Click "view all" to see all the employees that you supervise.

[Home](#)[HR](#)[Worklist](#)[Help](#)[Sign Out](#)[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > [Summary Rating](#)[New Window](#)

## Summary Rating

### Employee List

View 10

First

1-12 of 12

Last

Appelman, Charlotte H	New Rating	Existing Rating
Byrd, Dana L	New Rating	Existing Rating
Conyers, Linda O	New Rating	Existing Rating
Craft, Laura A	New Rating	Existing Rating
Daniel, Shardon L	New Rating	Existing Rating
Davis, Willie J	New Rating	Existing Rating
Maclin, James L	New Rating	Existing Rating
Riepe, Sandra J	New Rating	Existing Rating
Tarry, Linda N	New Rating	Existing Rating
Washburn Marsh, Constance M	New Rating	Existing Rating
Winters, Patricia E	New Rating	Existing Rating
Wooden Jr., Brian T.	New Rating	Existing Rating

[BACK](#)

start

[Inbox - Microsoft O...](#)[Jack Huber Direct D...](#)[Summary Rating - M...](#)[NTC - RUMBA Man...](#)[Presentations](#)[Internet](#)

6:57

Click on "new rating".



### Sup Creates Summary Rating

#### Add a New Value

Plan Start Date: 10/01/02

Reviewed Date: 09/08/2003

Add

1. Enter the starting date of the performance plan. The performance plan start date for Most plans should be 10/01/02.
2. Click on "add".

## There are 2 ways for entering the Performance Appraisals:

1. The easiest and most frequently used is to enter an overall summary rating, reviewers comments, and save as shown on the following slides.



Home > Self Service > Manager > Tasks > Sup Creates Summary Rating

Home

HR

Worklist

Help

Sign Out

New Window

Summary Rating

Elements and Standards

EmpID: 012073

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: Summary Rating

Overall Rating:

Employment Info: when plan was established

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV OFFCR

Reviewer Id: 012069 Parrish, James C

Create Printable Form

Eval Type: Supervisor

Reviewer Comments:

Employee Comment:

Return to Employee List

Save Next tab

Summary Rating | Elements and Standards

Home - Microsoft Out...

Date: 11/09/2001 - ...

Microsoft PowerPoint...

Internet

7:10 AM

Click on the "elements and standards" tab to review the Employee's elements and standards.



New Window

Summary Rating Elements and Standards

EmpID: 00000000

Performance Plan Start Date: 10/01/2002

Performance Plan end Date: 09/30/2003

Next Performance Plan By: 10/01/2003

Perf Plan Reviewed Date: 08/22/2003

Job Code: 004480 ADMV OFFCR

Position: 90015467 Review Type: Summary Rating Overall Review Rating: ☐ ☒

Elements and Standards

View All First 1 of 6 Last

Performance Measure No: 01 Review ☐ ☒

Element: Execution of duties

Standards:

Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable agency guidelines/instructions/procedures.

Summary Rating | Elements and Standards

Click on "view all" to be able to see all the employee's elements.

# Summary Rating Elements and Standards

EmpID: 012073

Performance Plan Start Date: 10/01/2002 Performance Plan end Date: 09/30/2003  
 Next Performance Plan By: 10/01/2003 Perf Plan Reviewed Date: 08/22/2003  
 Job Code: 004480 ADMV OFFCR  
 Position: 80015467 Review Type: Summary Rating Overall Review Rating:

## Elements and Standards

View 1 First 1-5 of 6 Last

Performance Measure No: 01 Review ☐ Rating:

Element: Execution of duties

**Standards:**  
 Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable guidance including a time frame.

Performance Measure No: 02 Review ☐ Rating:

Element: Research and Analysis

**Standards:**  
 Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g. USDA manuals or applicable law or

Start

Inbox - Microsoft Out...

Date: 11/09/2001 - ...

Microsoft PowerPoint ...

Internet

7/2

Click on the "summary rating" tab when you are ready to enter the Overall performance appraisal rating after review of the elements.



Summary Rating Elements and Standards

EmpID: 012073

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/08/2003

Review Type: Summary Rating

Overall Rating:

Employment Info when plan was established

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE BRANCH

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV OFFCR

Reviewer ID: 012069 Parish, James C

Create Printable Form

Eval Type: Supervisor

Reviewer Comments:

Employee Comment:

Return to Employee List

Save Previous tab Next tab

Summary Rating | Elements and Standards

start

Inbox - Microsoft O...

Jack Huber Direct D...

Date: 11/09/2001 -...

NITC - RUMBA Main...

Presentations3

Internet

7:03

1. Click on the search button to select the over all rating for FY 2003.



# Lookup Overall Rating

Rating Model:

Review Rating:

## Search Results

View All First 12 of 2 Last

Rating Model	Effective Date	Review Rating	Description
A	1980-01-01	1	Results Not Achieved
A	1980-01-01	2	Results Achieved


1. Click on "lookup" to locate all options for selection. 2. Select the applicable Overall rating for the employee.

Summary Rating Elements and Standards

EmpID: 012073

Performance Plan  
Performance Plan  
Review Type: Sup  
Rating Scale: A  
Agency: AG  
Job Code: 004100 - ACCOUNTANT

**Microsoft Internet Explorer**

 You are rating for the current fiscal year. NFC will not accept the rating until the end of the fiscal year. Please rate after September 1st of the current fiscal year.

View the contents of this menu level

OK

Reviewer Id: 012068 Parish, James C  
Eval Type: Supervisor  
Reviewer Comments:  
Employee Comment:

Create Printable Form

Return to Employee List  
Save Previous List Next tab  
Summary Rating | Elements and Standards

If you try to perform your end of year performance appraisal on or before September 1, you will get this message. FY2003 performance appraisals cover the period October 1, 2002 through September 30, 2003.



Summary Rating **Elements and Standards**

EmpID: **090909**

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: **Summary Rating**

Overall Rating: **3**

**Employment Info when plan was established**

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE BRANCH

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV/OFFCR

Reviewer Id: 012069 Parrish,James C

Create Printable Form

Eval Type: **Supervisor**

Reviewer Comments: Supervisor Enters comments for employee's final fiscal year performance appraisal

Employee Comment:

Return to Employee List

Save Print Previous tab Next tab

Summary Rating | Elements and Standards

start

Inbox - Microsoft Out...

Date : 11/09/2001 ...

Microsoft PowerPoint ...

Internet

Supervisor scrolls down and enters "reviewer comments". If the Comments will be lengthy or take the supervisor significant time to type, we recommend typing the comments in word. Then cut or copy and Paste into the ICAMS comments block.



Summary Rating Elements and Standards

EmpID: 012073

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: Summary Rating

Overall Rating: 3

Employment Info When plan was established

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE BRANCH

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV OFFCR

Reviewer Id: 012069 Parrish, James C

Create Printable Form

Eval Type: Supervisor

Reviewer Comments: Supervisor Enters comments for employee's final fiscal year performance appraisal

Employee Comment:

Return to Employee List

Save Previous 30 Next tab

Summary Rating | Elements and Standards

Inbox - Microsoft Outlook Date: 11/09/2001 - ...

Microsoft PowerPoint ...

Internet

7:01 AM

Click on "Save".

2. The second way to record Performance appraisals is to go under the “elements and Standards” tab and enter a rating

For each individual element. This method is usually only used when the rating for one or more elements is “results not Achieved”.





Home > Self Service > Manager > Tasks > Sup Creates Summary Rating

New Window

Home

HR

Worklist

Help

Sign Out

Summary Rating

Elements and Standards

EmpID: 012073

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: Summary Rating

Overall Rating:

Employment Info when plan was established

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV OFFCR

Reviewer Id: 012069 Parish, James C

Create Printable Form

Eval Type: Supervisor

Reviewer Comments:

Employee Comments:

Return to Employee List

Save Previous Tab Next Tab

Summary Rating | Elements and Standards

Internet

Date: 11/09/2001 - ...

Microsoft PowerPoint ...

7:10 AM

To rate each individual element separately go under the "elements And standards" tab.



Summary Rating Elements and Standards

EmpID:

Performance Plan Start Date:	10/01/2002	Performance Plan end Date:	09/30/2003
Next Performance Plan By:	10/01/2003	Perf Plan Reviewed Date:	08/22/2003
Job Code:	004480	ADMV OFFCR	
Position:	90015467	Review Type:	Summary Rating
		Overall Review Rating:	<input type="text"/>

Elements and Standards

View All First 4 of 6 Last

Performance Measure No: 01 Review Rating:

Element: Execution of duties

Standards:

Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable agency guidelines including time frame.

Save Previous tab Next tab

Summary Rating | Elements and Standards

start

Inbox - Microsoft Outlook

Date: 11/09/2001

Microsoft PowerPoint

Internet

7:13A

Click on "view all" to be able to see all the employee's elements.

# Summary/Rating Elements and Standards

EmpID: [redacted]

Performance Plan Start Date: 10/01/2002 Performance Plan end Date: 09/30/2003  
 Next Performance Plan By: 10/01/2003 Perf Plan Reviewed Date: 08/22/2003  
 Job Code: 004480 ADMV OFFCR  
 Position: 90015467 Review Type: Summary Rating Overall Review Rating: [redacted]

## Elements and Standards

View 1 First 1-5 of 6 Last

Performance Measure No: 01 Review Rating: [redacted]

Element: Execution of duties

## Standards:

Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable agency guidelines, including the use of resources.

Performance Measure No: 02 Review Rating: [redacted]

Element: Research and Analysis

## Standards:

Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g., USDA manuals or applicable law or regulations). Makes reasonable recommendations or decisions based on available guidance.

Performance Measure No: 03 Review Rating: [redacted]

start

Inbox - Microsoft Out...

Date: 11/09/2001 - ...

COMVTCAM5 session ...

Microsoft PowerPoint ...

Internet

7:49

Click on the "look up" button for the first element.



## Loop Review Railing

Rating Model:

Review Rating

Lookup

Clear

Cancel

### Music Lookup

**Start**

 Inbox - Microsoft Out...

Date: 11/09/2001 - ...

COPYIDAMS session 66

 Microsoft PowerPoint...

Internet

7:51

Click on "lookup".

## Search Results

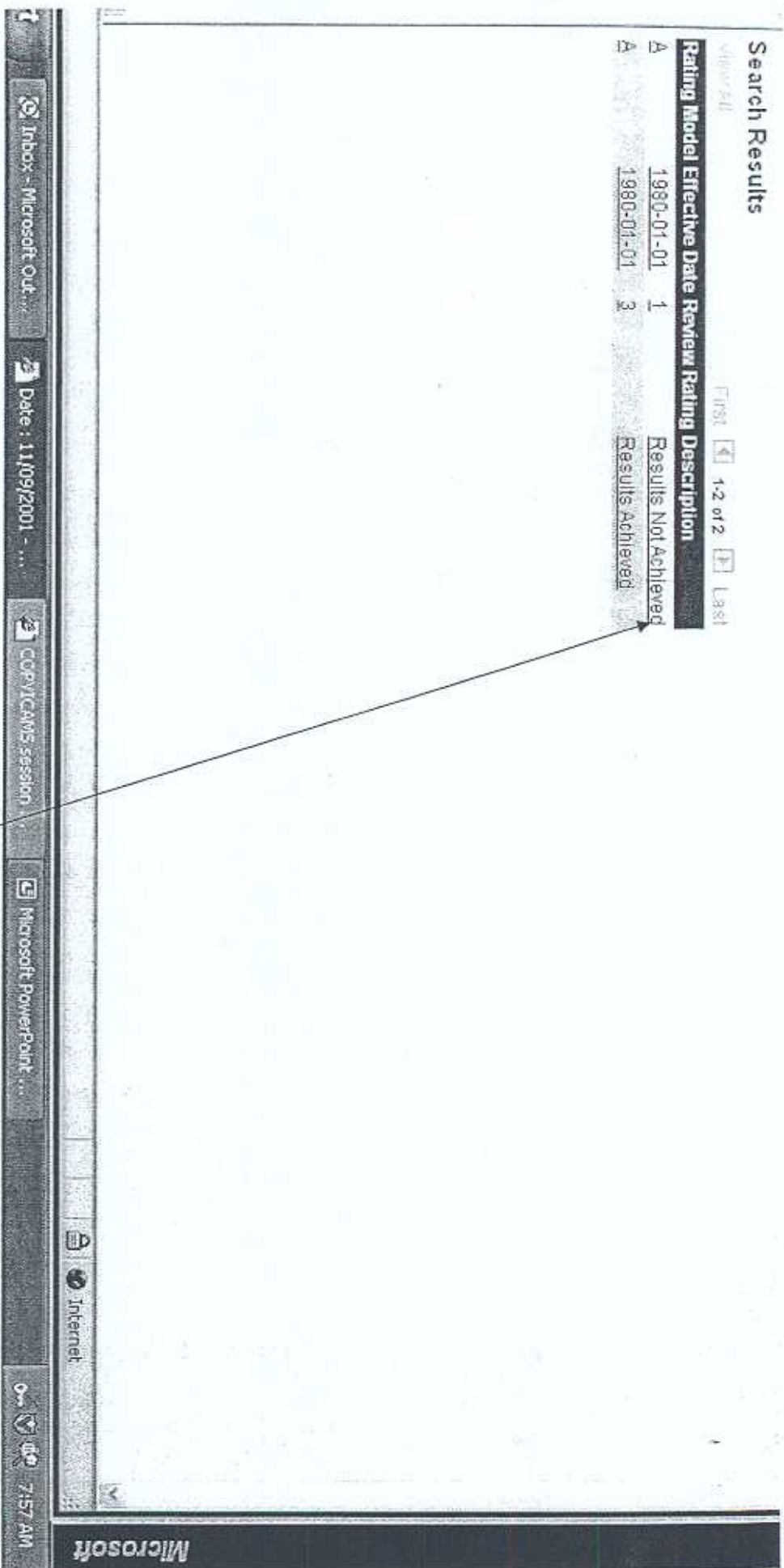
View All

First 1-2 of 2 Last

### Rating Model Effective Date Review Rating Description

A	1980-01-01	1	Results Not Achieved
A	1980-01-01	3	Results Achieved

Click on the applicable rating for the element selected. If the overall rating is not "results achieved", you must specify Which elements are "results not achieved" as well as those Elements that are "results achieved". If any element is "results not achieved", the overall rating that goes to NFC is "results not achieved".





Performance Plan Start Date: 10/01/2002      Performance Plan end Date: 09/30/2003  
 Next Performance Plan By: 10/01/2003      Perf Plan Reviewed Date: 08/22/2003  
 Job Code: 004480      ADMV OFFCR  
 Position: 90015467      Review Type: Summary Rating      Overall Review Rating:

**Elements and Star**

Performance Measure No:

Element:

Standards:



Warning -- You have rated an element as results not achieved. This will result in the overall rating being submitted to NRC as results not achieved. If this is correct then click OK to continue. If not change the value to results achieved and continue.

The PeopleCode program executed a Warning statement, which has produced this message.

OK

not require substantive revisions. Assignments are completed in accordance with applicable agency guidelines including a time of 30000.

Performance Measure No:

Element:

Standards:

02 Review Rating:

Research and Analysis

Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g. USDA manuals or applicable law or regulations). Makes reasonable recommendations or decisions based on available guidance.

Performance

03 Review

When you select "results not achieved" for any element, You will receive this warning message. Read and then click O.k.



Summary Rating Elements and Standards

EmpID: [REDACTED]

Performance Plan Start Date: 10/01/2002 Performance Plan end Date: 09/30/2003  
 Next Performance Plan By: 10/01/2003 Perf Plan Reviewed Date: 08/22/2003  
 Job Code: 004480 ADMV OFFCR  
 Position: 90015467 Review Type: Summary Rating Overall Review Rating: 1

Elements and Standards

View 1 First 1-5 of 5 Last

Performance Measure No: 01 Review Rating: 1 Results Not Achieved

Element: Execution of duties

Standards:

Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable organizational policies and procedures.

Performance Measure No: 02 Review Rating: 3 Results Achieved

Element: Research and Analysis

Standards:

Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g. USDA manuals or applicable law or regulations). Makes reasonable recommendations or decisions based on available guidance.

Performance Measure No: 03 Review Rating: 3 Results Achieved

Element: [REDACTED]

After entering a rating for each individual element, click the "summary rating" tab.



Perf Ince Plan End Date: 09/30/2003 Perf Plan Reviewed Date: 8/22/2003  
Review Type: Summary Rating Overall Rating: 1

Employment Info (when plan was established)

Rating Scale: A OPM Rating of Record Pattern A  
Agency: AG FA FSA  
Job Code: 004480 ADMV OFFCR  
Dept: 905099 ADMINISTRATIVE  
Position: 90015467 Pay Plan: GS 0341 12

Reviewer Id: 012069 Parrish, James C Create Printable Form

Eval Type: Supervisor

Reviewer Comments: The supervisor enters comments. Must be detailed and specific for all rated "results not achieved".  
Employee Comment:

Return to Employee List

Save Previous tab Next tab

Summary Rating | Elements and Standards

1. Supervisor enters comments in the "reviewer comments" block. Each element that was rated "results not achieved" must have details of the deficiencies identified.
2. Don't Forget to click on "SAVE"!

Performance Plan Start Date: 10/01/2002 Next Performance Plan By: 10/01/2003  
Performance Plan End Date: 09/30/2003 Perf Plan Reviewed Date: 08/22/2003  
Review Type: Summary Rating Overall Rating: 1

Employment Info when plan was established

Rating Scale: A OPM Rating of Record Pattern A Dept: 905099 ADMINISTRATIVE  
Agency: AG FA FSA BRANCH  
Job Code: 004480 ADMV OFFCR Position: 90015467 Pay Plan: GS 0341 12

Reviewer Id: 012069  
Eval Type: Supervisor  
Reviewer Comments: The supervisor enters comments. Must be detailed and specific for all rated "results not achieved".  
Employee Comment:  
Create Printable Form

Return to Employee List  
Save Previous Tab Next Tab  
Summary Rating | Elements and Standards



Performance Plan Start Date: 10/01/2002      Next Performance Plan By: 10/01/2003  
Performance Plan End Date: 08/30/2003      Perf Plan Reviewed Date: 08/22/2003  
Review Type: Summary Rating      Overall Rating: 1      Results Not Achieved

**Employment Info when plan was established**

Rating Scale: A      OPM Rating of Record Pattern A      Dept: 905099      ADMINISTRATIVE  
Agency: AG      FA FSA      Position: 90015467      BRANCH      Pay Plan: GS 0341 12  
Job Code: 004480      ADMV OFFCR

Reviewer Id: 012069

Eval Type:

Supervisor

Create Printable Form

View Document

Reviewer Comments: The supervisor enters comments. Must be detailed and specific for all rated "results not achieved".

Employee Comment:

Return to Employee List

Save      Previous tab      Next tab

Summary Rating | Elements and Standards

Inbox - Microsoft Out ...

Date : 11/09/2001 - ...

COPY/CAMS session ...

Microsoft PowerPoint ...

Internet

8:19 AM

Click on "view document".

Form 4140

# United States Department of Agriculture Service Center Agencies Performance Work Plan

User Name:

User Grade:

0341 12

Rating Period:

01-OCT-2002 to 30-SEP-2003

Organization:

AG

Social Security No:

## PART I PERFORMANCE PLAN

### CRITICAL RESULTS

The narrative statement describes the "result achieved" level of performance. Where applicable, quantity, quality, and timeliness are derived directly from appropriate agency regulations, policies, instructions, work plans, etc. If no agency or regulatory guidelines exist, further clarification will be provided by the rating official.

Elements	Achieved	Not Achieved
<p><b>Execution of duties</b></p> <p>Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable agency guidelines, including timeframes.</p> <p>Further clarification, as needed:</p>		X
<p><b>Research and Analysis</b></p> <p>Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g., USDA manuals or applicable law or regulations). Makes reasonable recommendations or decisions based on available guidance.</p>	X	

Prints this page:

Start

Inbox - Microsoft Cu...

Date: 11/09/2001

COPYCAMS session...

https://preports.ic...

Microsoft PowerPoint...

Select "file" then select "print" as you usually do to print  
Other documents.



# EXHIBIT 2 OR NOTICE PM-421

EMPLOYEE ACTION TO  
REVIEW THE APPRAISAL  
AND ENTER COMMENTS



Inbox (96)



Calendar



Contacts



Tasks



Notes



Deleted Items

My Shortcuts

Other Shortcuts

37 Items, 96 Unread



United States Depart...

Inbox - Microsoft Out...

0:00 12:00

AMDC@nfac... Parrish, James C(012069) did Summary Rating for Washburn Marsh,... Fri 8/22/2003 8... 3 KB

This message has extra line breaks. To remove, click here.

From: AMDC@nfac.usda.gov To: Connie.Washburn-Marsh@va.usda.gov  
Subject: Parrish, James C(012069) did Summary Rating for Washburn Marsh, Etc

ICAMS has a worklist entry awaiting your action.

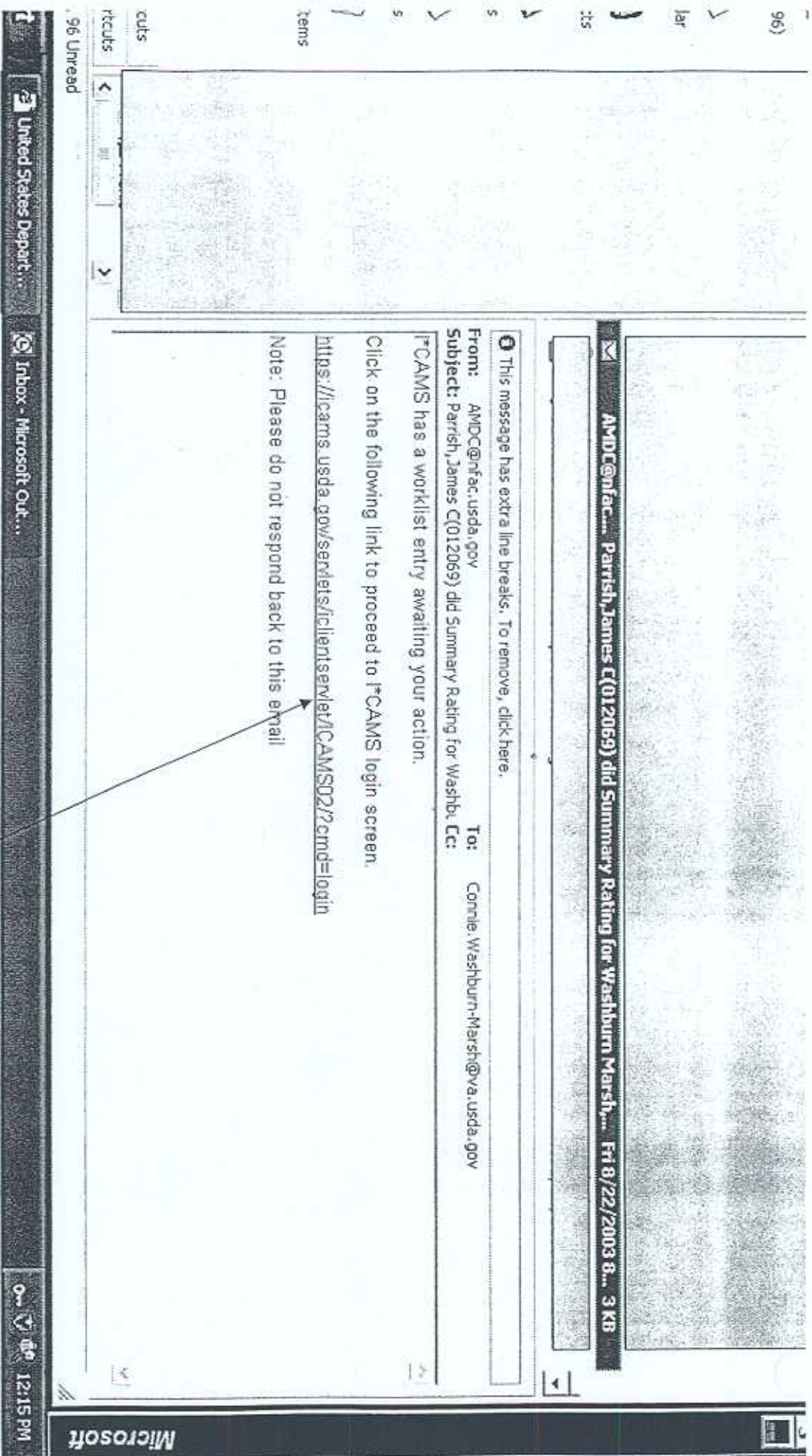
Click on the following link to proceed to ICAMS login screen.

<https://icams.usda.gov/servlets/clientserver/ICAMSD02?cmd=login>

Note: Please do not respond back to this email

Employees will receive an e-mail notification to inform them they have an action on their ICAMS worklist that needs to be taken.





Employees will need to go to Internet Explorer and access the ICAMS website at: <https://icams.usda.gov>



# AURICULURE

Internet Combined Administrative Management System



- Employee Express
- Employment Opportunities
- Employee Directory
- Tuition Savings Plan
- NFEC Personal Page
- Service Center Agencies
- TALK
- ICAMS Overview
- ICAMS Users Advisory Board
- Self Service Manual



User ID:

Password:

Sign In

Forgot your password?

Any questions about this site, please E-MAIL them to [ICAMSONTAC@USDA.GOV](mailto:ICAMSONTAC@USDA.GOV)

Inbox - Microsoft Out...

Fri 2003 Summary Re...

ICAMS Sign-in - Micro...

Internet

0:00 1:25 PM

Microsoft

Employee enters his/her ICAMS user ID and password  
IMPORTANT!! PLEASE DO NOT ATTEMPT ACCESS MORE  
THAN 2 UNSUCCESSFUL TIMES. CALL MARJORIE AT THE STO



Home > Portal Employee > Portal > HR Manager

Friday August 22, 2003

Home Page



**Profile**  
Password Reset &  
E-Mail Information.

**View**  
Personal Data,  
Training History,  
Pos. Descr., Etc..

**Tasks**  
Update Information &  
Request Awards,  
Training,  
Skills, etc...

HRM

**HR Administration**  
\* Broadcast Messages  
\* User Training Manual  
\* NFC Personnel Edit  
Subsystem Messages  
Manual

New Window

Manager

**Reports**  
Performance Status,  
Retirement Query,  
Staff Summary.

**View**  
View Employee's  
Information:  
Emerg Contacts,  
Personal Data,  
Training History, Etc..

**Tasks**  
Initiate Awards,  
Training,  
Career Plan,  
Performance Activities.

Employee Directory Employment and Verification Thrift Savings Plan NFC Personal Page Employee Express USAJOBS

Employee clicks on "worklist".

[Home](#) > [PeopleTools](#) > [Worklist](#) > [Use](#) > [Worklist](#)[New Window](#)**Worklist for CW012073: Template for creating Opri(s)**

From	Date From	Work Item	Link	Mark Worked
Parrish, James C	08/22/2003	Supervisor did your Rating	012073, 2002-10-01, 2003-08-22, Washburn Marsh, Constance M	<input checked="" type="checkbox"/>

[Refresh](#)

Work List:

[Supervisor did your Rating](#)[Refresh](#)[Item Name](#)[Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Done

start

[Inbox - Microsoft Out...](#)[FY 2003 Summary/Re...](#)[Worklist - Microsoft I...](#)

Internet

[0-0](#) | [1:3](#)

Click on the blue worklist link next to "supervisor did your Rating"



Summary Rating **Elements and Standards**

EmpID: [REDACTED]

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: Summary Rating

Overall Rating: 1

Results Not Achieved

**Employment Info when plan was established**

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV OFFCR

Reviewer Id: 012069

Eval Type: Supervisor

Create Printable Form

Reviewer Comments: The supervisor enters comments. Must be detailed and specific for all rated "results not achieved"

Employee Comment:

Employee Page

Save Previous Tab Next Tab

Summary Rating | Elements and Standards

Inbox - Microsoft Out...

FY 2003 Summary Re...

Worksheet - Microsoft I...

Internet

1:53 PM

1. Employee reviews rating and comments entered by The supervisor.

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [Self Summary Rating](#)[New Window](#)[Summary Rating](#) [Elements and Standards](#)EmpID: 

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: Overall Rating:  Results Not Achieved**Employment Info when plan was established**

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE

Agency: AG FA FSA

Position: 90015467 Pay Plan: GS 0341 12

Job Code: 004480 ADMV/OFFCR

Reviewer ID: 012069 Parish, James C

[Create Printable Form](#)Eval Type: Reviewer Comments: Employee Comment: [Employee Page](#)[Save](#) [Previous Tab](#) [Next Tab](#)[Summary Rating](#) | [Elements and Standards](#)

3. Click "create printable form" to obtain a hard Copy of the Appraisal.

1. Employee enters comments as applicable in the "employee comment" block. 2. Click on "SAVE"! This is VERY IMPORTANT!

[Inbox - Microsoft Out...](#)[FY 2003 Summary Re...](#)[Worklist - Microsoft I...](#)[Internet](#)

1:36 PM



Summary Rating Elements and Standards

Washburn Marsh, Constance M

EmpID: 012073

Performance Plan Start Date: 10/01/2002

Next Performance Plan By: 10/01/2003

Performance Plan End Date: 09/30/2003

Perf Plan Reviewed Date: 08/22/2003

Review Type: Summary Rating

Overall Rating: 1

Results Not Achieved

Employment Info when plan was established

Rating Scale: A OPM Rating of Record Pattern A

Dept: 905099 ADMINISTRATIVE BRANCH

Agency: AG FA FSA

Position: 90015487 Pay Plan: GS 0341 12

Job Code: 004480 ADMV OFFCR

Reviewer ID: 012069

Parrish, James C

Create Printable Form

Eval Type:

Supervisor

View Document

Reviewer Comments: The supervisor enters comments. Must be detailed and specific for all rated "results not achieved".

Employee Comment:

Employee enters any comment he/she wishes to make here!

Employee Page

Save Previous tab Next tab

Summary Rating | Elements and Standards

start

Inbox - Microsoft Out

FY 2003 Summary Re...

Worklist - Microsoft L...

Internet

1:40

Click "view document".

File Preview...

Print and Export...

Properties

Work Measurement Home Page

Work Offline

Save

Form 4140

United States Department of Agriculture  
Service Center Agencies  
Performance Work Plan

Employee Name:

Position/Grade:

Station:

Rating Period:

Organization:

Social Security No:

01-OCT-2002 to 30-SEP-2003

AG

PART I PERFORMANCE PLAN  
CRITICAL RESULTS

The narrative statement describes the "result achieved" level of performance. Where applicable, quantity, quality, and timeliness are derived directly from appropriate agency regulations, policies, instructions, work plans, etc. If no agency or regulatory guidelines exist, further clarification will be provided by the rating official.

Signatures

Elements

Execution schedules

Complete work assignments are routinely performed in a timely manner, assuring a quality of work that meets the needs of the organization. Solutions developed demonstrate improvements in work methods. Work products do not require substantive revisions. Assignments are completed in accordance with applicable agency guidelines including timeframes. Further clarification, as needed.

Achieved

Not Achieved

Research and Analysis

Thoroughly and accurately researches issues in a timely manner, using available reference sources (e.g., USDA manuals or applicable law or regulations). Makes reasonable recommendations or decisions based on available guidance.

X

This page.

Start  
Inbox - Microsoft Outlook...

File 2003 Summary Report...

WordNet - Microsoft Word...

https://reports.ica...

0 - 1:45 PM

Click on "File" then "Print" as you usually do to print other Documents.



- Inbox
- Calendar
- Contacts
- Tasks
- Notes
- Deleted Items
- Sent Items

This message has extra line breaks. To remove, click here.

**From:** AMD@nrc.usda.gov  
**To:** Calvin.Parrish@va.usda.gov  
**Subject:** Washburn Marsh, Constance M(012073) added Summary Rating comments f Cc:

f\*CAMS has a worklist entry awaiting your action.

Click on the following link to proceed to f\*CAMS login screen.

<https://icams.usda.gov/servelets/clientservelet/ICAMSD02?cmd=login>

Note: Please do not respond back to this email

- My Shortcuts
- Other Shortcuts
- 1 Item

Inbox - Microsoft Out...

8:59 AM

Microsoft

The supervisor will receive an email to notify him/her that the employee has added comments regarding the rating and that an action is on the supervisor's worklist.

Washburn 08/22/2003 Emp Added Rating 01/2073\_2002-10-01\_2003-08-  
Marsh, Constance M Comments 22. Washburn  
Reassign

Marsh, Constance M

Work List: Emp Added Rating Comm... Refresh Item Name Find | View All First 1 of 1 Last

j D...  
j E...  
j E...  
j E...  
j F...  
j F...  
j F...  
j H...  
j I...  
j L...  
j L...  
j N...  
j N...  
j P...  
j P...  
j P...  
j S...  
j S...  
j T...  
j T...  
j T...  
j TSP  
j W...

Supervisor goes to his/her worklist and clicks on the blue Link next to "employee added rating comments".



EmpID:

Performance Plan Start Date: 10/01/2002  
Performance Plan End Date: 09/30/2003  
Review Type: Summary Rating

Next Performance Plan By: 10/01/2003  
Perf Plan Reviewed Date: 08/22/2003  
Overall Rating: 1 Results Not Achieved

Employment Info when plan was established

Rating Scale: A OPM Rating of Record Pattern A  
Agency: AG FA FSA  
Job Code: 004480 ADMV OFFCR  
Dept: 905099 ADMINISTRATIVE  
Position: 90015467 Pay Plan: GS 0341 12

Reviewer Id: 1012069

Eval Type: Supervisor

Create Printable Form

Reviewer Comments: The supervisor enters comments. Must be detailed and specific for all rated "results not achieved".

Employee Comment: Employee enters any comment he/she wishes to make here!

Return to Employee List

Save Previous List Next tab

Summary Rating | Elements and Standards

Supervisor reviews employee's comments.

Inbox - Microsoft Out...

FY 2003 Summary Re...

Worklist - Microsoft I...

https://reports.ica...

Internet

1:58 PM

Microsoft

PART IV. CERTIFICATION: (Employee's signature certifies review and discussion with the Rating Official. It does not necessarily mean that the employee concurs with the information on this form).	
Performance Plan: (Sign when plan is established)	
/S/Washburn Marsh, Constance MR-SEP-2002 Employee Date /S/Parish, James C 17-OCT-2002 Rating Official Date	/S/Washburn Marsh, Constance MR-AUG-2003 Employee Date /S/Parish, James C 22-AUG-2003 Rating Official Date
I have reviewed the standards of conduct and have had any questions answered to my satisfaction. (Employee, initial the appropriate block below.) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Reviewing Official Date (required for summary rating of Results Not Achieved)	

Performance appraisals will have electronic signatures which  
 Are sufficient and official. When the rating is "results not  
 achieved", there must also be a "reviewing official" signature.



EXHIBIT 3 OR NOTICE  
PM-421

SUPERVISORS TO VERIFY  
COMPLETION OF ALL  
SUMMARY RATINGS  
THROUGH ICAMS REPORTS

Home > Portal Home > Portal Employee > Portal > HR Manager

Today is Tuesday September 02, 2003

## Home Page

New Window

Home

HR

Worklist

Help

Sign Out

### Self



**Profile**  
Password Reset &  
E-Mail Information.



**View**  
Personal Data,  
Training History,  
Pos. Descr., Etc..



**Tasks**  
Update Information &  
Request Awards,  
Training,  
Skills, etc...



### HRM



**HR Administration**  
\* Broadcast Messages  
\* User Training Manual  
\* NEC Personnel Edit  
Subsystem Messages  
Manual

### Manager



**Reports**  
Performance Sta  
Retirement Quer)  
Staff Summary.



**View**  
View Employee's  
Information,  
Emerg Contacts,  
Personal Data,  
Training History,



**Tasks**  
Initiate Awards,  
Training,  
Career Plan,  
Performance Act

Employee Directory

Employment and Verification

Thrift Savings Plan

NFC Personal Page

Employee Express

USAJOBS

Start

CAMS Manager Portal...

Inbox - Microsoft Out...

Microsoft Word

Microsoft PowerPoint

Internet

Supervisor (CED, FLM, STO Section Head, SED) selects "reports".



Home > Portal Home > Portal Employee > Portal > Manager Reports

New Window

**Manager Reports:**

- Performance Summary
- Retirement Eligibility
- Staff Summary - Series
- Staff Summary - Location
- Detailed Staff Report

- C...
- D...
- E...
- E...
- F...
- F...
- F...
- H...
- I...
- L...
- L...
- N...
- N...
- P...
- P...
- P...
- S...
- S...
- T...
- T...
- T...
- TSP
- W...

Done

start Manager Views - Micr... Inbox - Microsoft Out... Microsoft Word Microsoft PowerPoint... Internet

Supervisor selects "performance summary".

Performance Summary

New Window

Report ID

Fiscal Year:

2003

View All First 1-10 of 14 Last

Review Period	Performance Plan	Progress Review	Summary Rating	Direct Reports
10/01/2002 - 09/30/2003	Finalized	Completed - 23-APR-2003	None	<input type="checkbox"/>
02/09/2003 - 09/30/2003	Finalized	Completed - 04-JUN-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	None	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 23-APR-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 17-APR-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 23-APR-2003	Completed - 02-SEP-2003	<input type="checkbox"/>
02/09/2003 - 09/30/2003	Finalized	Completed - 05-JUN-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	None	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 24-APR-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 16-APR-2003	None	<input type="checkbox"/>

BACK

JavaScript:submitAction\_main6(document.main6.Z\_PP\_SUMMARYWRK\_YEARCD\$prompt);

start

Performance Summar...

Inbox - Microsoft Out...

Microsoft Word

Microsoft PowerPoint ...

Internet

7:14

1. Enter the correct FY (2003) and tab out. 2. Click on "view all" to see all employees supervised.



Performance Summary

New Window

Period: 10

Fiscal Year: 2003

View All First 1-10 of 14 Last

Review Period	Performance Plan	Progress Review	Summary Rating	Direct Reports
10/01/2002 - 09/30/2003	Finalized	Completed - 23-APR-2003	None	<input type="checkbox"/>
02/09/2003 - 09/30/2003	Finalized	Completed - 04-JUN-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	None	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 23-APR-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 17-APR-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 23-APR-2003	Completed - 02-SEP-2003	<input type="checkbox"/>
02/09/2003 - 09/30/2003	Finalized	Completed - 05-JUN-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	None	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 24-APR-2003	None	<input type="checkbox"/>
10/01/2002 - 09/30/2003	Finalized	Completed - 16-APR-2003	None	<input type="checkbox"/>

BACK

javascript:submitAction\_main6(document.main6,'2\_PP\_SUMMARYWRK\_YEARCD\$prompt');

start

Performance Summary...

Inbox - Microsoft Out...

Microsoft Word

Microsoft PowerPoint ...

Internet

7/4

Verify that summary ratings have been entered for all employees excluding COC members and COC advisors by the October 31 deadline.